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(Revised 4/19/2010)

### Names and Titles of Senate Invitees

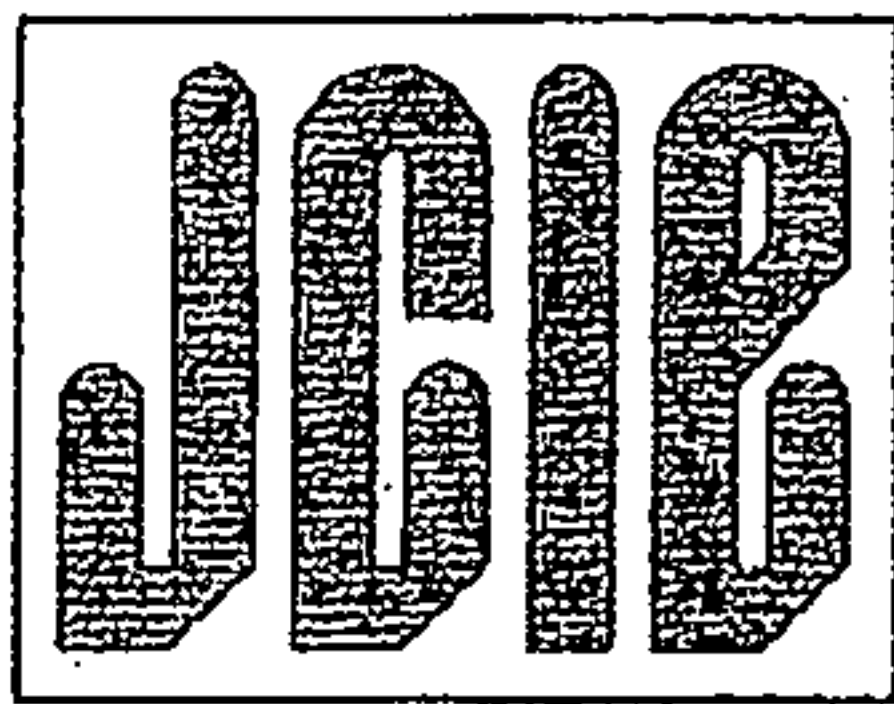
## Senate Invitees

**Beth Vrabel, Senior Health Counsel, Senate Finance Committee**

**Jeyben Castro, Outreach Director, Senate Finance Committee Hispanic Affairs Task Force**

**Nathan Robinson, Professional Staff, Senate Committee on Appropriations**

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JAPAN CENTER  
FOR  
INTERNATIONAL  
EXCHANGE, INC.  
(JCIE/USA)

(米国法人) 日本国際交流センター

135 West 29th Street, Suite 303, New York, NY 10001  
Tel: (212) 679-4130 Fax: (212) 679-8410  
URL: <http://www.jcie.org>

April 5, 2018

Mr. Nathan Robinson  
Professional Staff  
U.S. Senate Committee on Appropriations  
219 Dirksen Senate Office Building,  
Washington, DC 20510

Dear Mr. Robinson,

It is with great pleasure that I officially invite you to participate in the Japan Center for International Exchange's 2018 US Congressional Staff Exchange Program in Japan. This intensive weeklong study program will be held from May 27– June 2, and it will involve meetings with high-level government, civil society, and private sector leaders as well as briefings from leading policy experts in Japan.

We ask that participants arrive in Tokyo on Sunday, May 27, which requires departing from the United States on Saturday, May 26. At the end of the program, we plan for the group to leave Japan on Saturday, June 2, and arrive in Washington DC on the same day. JCIE will make all of the necessary travel arrangements. As a program participant, economy class airfare to Japan, domestic travel in Japan, lodging, meals, and all other program-related expenses will be covered by JCIE. Prior to the trip we will host a pre-departure briefing in mid- to late May.

As you know, JCIE, which is a New York-based 501(c)(3) nonprofit organization, is the sponsor of the program, and the program is made possible by funding provided by the Japan-US Friendship Commission, a US federal agency.

My colleague Mercedes Trent will be in touch with you later regarding ethics forms, travel details, and similar matters. In the meantime, please do not hesitate to contact us if you need additional information. It is a very important time in US-Japan relations, and I feel that this year's program will be a particularly fascinating one. We are grateful that you can join the program and look forward to your participation.

Sincerely,

James Gannon  
Executive Director



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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- Japan Center for International Exchange
1. Sponsor(s) of the trip (please list all sponsors): \_\_\_\_\_  
\_\_\_\_\_
  2. Description of the trip: U.S. Congressional Staff Exchange to Japan: Fact-finding trip on U.S.-Japan security, economics and political relations
  3. Dates of travel: May 26 to June 2, 2018
  4. Place of travel: Japan: Tokyo and Kyoto
  5. Name and title of Senate invitees: Please see attached
  6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  

~~OR~~

☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  

~~AND~~

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  

~~AND~~

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JCIE is the sole sponsor of this trip, which is part of its U.S.-Japan Political Exchange Program.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JCIE promotes U.S.-Japan dialogue on foreign policy and in areas of common concern, and this program is designed to provide senior staffers with a deeper understanding of the U.S.-Japan relationship and the dynamics of Japanese policymaking.

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JCIE has sponsored over 20 Congressional Staff Exchange trips to Japan and its U.S.-Japan

Parliamentary Exchange has brought more than 280 Congressional and Diet members to each others'

countries over the last 40 years.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JCIE is involved in various policy dialogues and research activities to promote analysis and discussion of critical issues facing Japan and the U.S.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
	\$3,095	\$1,210	\$564	N/A
<input checked="" type="checkbox"/> Good Faith estimate				
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This program is arranged specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

Tokyo offers the best access to leaders from the Japanese government and from various sectors of society

Kyoto has played a key role in global sustainability efforts & provides an outside the beltway perspective.

19. Name and location of hotel or other lodging facility:

Tokyo: Hotel New Otani

Kyoto: Kyoto Nikko Princess Hotel

20. Reason(s) for selecting hotel or other lodging facility:

Tokyo: affordable price, best suited for meetings with Japanese Diet Members & staff

Kyoto: affordable price and accessible to site visits

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The expenses fall below the maximum per diem rates for Tokyo and Kyoto as of 4/23/2018 as put forth on the State Department website.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class airfare on commercial flights

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

James Gannon, Executive Director

Name and Title:

Name of Organization: Japan Center for International Exchange (JCIE/USA)

Address: 135 West 29th Street, Suite 303, New York, NY 10001

Telephone Number: 212.679.8410

Fax Number: 212.679.8410

E-mail Address: jgannon@jcie.org



# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Japan Center for International Exchange

Travel date(s): May 26 to June 2, 2018

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input checked="" type="checkbox"/> Actual Amount	\$3,174.67	\$1,146.76	\$537.52	None

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount	None	None	None	None

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended various meeting with leading policy experts on US-Asia relations and high-level

government, civil society and private sector leaders

7/23/2018 Nathan Robinson NAR  
(Date) (Printed name of traveler) (Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

7/24/18 Patricia Lecky  
(Date) (Signature of Supervising Member/Officer)

(Revised 1/3/11)

Form RE-2